

Douglas Education Service District

Code: **GAB**
Adopted: 4/17/08
Readopted: 4/16/15
Orig. Code(s): 2010; 2015; 2100; 2300

Job Descriptions

To fulfill the mission of DESD and meet the needs of its component school districts, the ESD shall employ administrators, confidential employees, licensed employees and classified employees.

The ESD may employ any person as a regular employee or temporary employee. Regular or temporary employees may work full-time or part-time depending on the particular needs of the ESD.

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 ESD administrators determine which candidates to recommend for appointment; and
5. To assist administrators in the evaluation of the employee's performance of position responsibilities.

Job descriptions will be developed under the supervision of the superintendent for each position in the ESD.

The superintendent shall have the authority to establish administrative rules governing job descriptions. A synopsis of this policy and the administrative rules that implement it may be published in the form of an employee handbook. The Board shall review the administrative regulations and employee handbook on an annual basis.

Definitions

1. "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:
 - a. The function may be essential because the reason the position exists is to perform the function;
 - b. 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
 - c. The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

2. “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 ESD.

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 titled *Job Descriptions for the Douglas Education Service 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.

Job descriptions will be reviewed annually. Initial or revised job descriptions will be approved by the superintendent and will be presented to the Board for a resolution rescinding those that have been replaced and accepting new ones.

Each employee of the DESD is required to report to work when scheduled and on time and ready to begin the work day. The work day for each employee may vary depending on his or her assignment and schedule; however, once an employee’s work schedule is established, each employee is expected to adhere to the schedule.

Work Rules

To ensure that the work environment at DESD allows each employee to function at the highest levels of productivity, the superintendent shall have authority to establish and enforce work place rules and regulations. The work rules shall comply with state, federal and administrative law as well as the collective bargaining agreement. The work rules may be published in the form of an employee handbook. The Board shall review the rules and handbook on an annual basis.

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).
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.
Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

GCBDB/GDBDB - Early Return to Work