

Elkton School District 34

Code: **GAB**
Adopted: 10/12/98
Readopted: 11/08/10

Job Descriptions

Job descriptions serve:

1. To describe all essential functions that the individual who holds the job must be able to perform unaided or with the assistance of a reasonable accommodation;
2. To describe attendance standards;
3. To help applicants determine their potential to fill a position;
4. To help district administrators determine which candidates to recommend for appointment; and
5. To form the basis for evaluation of the employee's performance of job 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 negotiated 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.

Job descriptions will be coded and retained in a document titled *Job Descriptions for the Elkton School District*. The document will be available for inspection by any district employee or patron.

Job descriptions will be updated by the superintendent as job responsibilities change. Revised job descriptions will be approved by the Board.

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.

Cross Reference(s):

ACA - Americans with Disabilities Act

GCBDB/GDBDB - Early Return to Work

GD/GDA - Classified Staff/Classified Staff Positions