

Job Descriptions

Job descriptions serve to help applicants determine their potential to fill a position. They help district administrators in the determination of which candidates to recommend for appointment and form the basis for evaluation of the employee's performance of job responsibilities. Job descriptions also serve to describe essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation and to describe attendance standards.

Job descriptions will be developed under the supervision of the superintendent, who may consult with appropriate employee groups, administrators, and supervisors. All job descriptions will be approved by the superintendent.

Job descriptions will be coded and retained in a document titled *Job Descriptions for the Fern Ridge School District*. The document will be included in the district policy book as an appendix and will also be available for inspection by any district employee or patron. Job descriptions will be dated. As job descriptions are revised, new dates will be affixed.

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

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.