

Grant County Education Service District

Code: **GAB**
Adopted: 5/26/98
Orig. Code(s): 3100; 3110; 3200; 3210

Job Descriptions

Personnel Designation

Instructional personnel employed by the ESD whose services to the district are contracted for a designated period of time or who may be required to hold any certificate provided under ORS 342.125 shall be designated contracted employees. Personnel employed as teachers in the district shall be designated as teaching personnel, except when such teachers have been otherwise designated by job title.

Position Descriptions

Job descriptions for all licensed, classified and administrative personnel shall be maintained in the office of the superintendent. Job descriptions serve to describe all the essential functions of a individual position within the ESD.

“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 collective bargaining 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. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Staff Responsibilities

It shall be the responsibility of contracted staff employed by the ESD to enforce all rules and regulations as may be prescribed by the Board of the ESD. Teachers employed by the district shall be responsible for the care, discipline and instruction of students in their charge and shall be on duty and available for work at the time designated by the Board. Such teachers shall be responsible for all duties as prescribed in Administrative Rules for Oregon Education and shall be expected to exercise reasonable and prudent supervisory care for the students entrusted to them OAR 21-010.

Office Hours

On-the- job hours shall be designated for each employee by the superintendent.

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.