

# InterMountain Education Service District

Code: **GAB**  
Adopted: 1/19/11

## Job Descriptions

1. Personnel employed by the ESD whose services to the ESD are contracted under ORS 343.221 (6) for a designated period of time or who may be required to hold a license provided under ORS 342.125 shall be designated contracted/licensed.
2. Personnel employed by the ESD whose services to the ESD are noncontractual, does not require licensure, is provided on an hourly, weekly, or monthly basis, and when compensation for such service is based on an hourly, weekly or monthly rate of pay, shall be designated as classified employees.
3. Those personnel working on a temporary basis for less than one-half of the year (six months for classified or ninety-five days for contracted) shall be designated temporary employees.
4. The above designations shall apply to all employees except those designated as administrative, supervisory and confidential employees.
5. The position descriptions shall include the title, job goal, performance responsibilities, authority and terms of employment and shall be sufficient in detail to provide a basis for the annual evaluation of employees.
6. The superintendent shall see that position descriptions correlate to the needs of the position, and shall insure that position descriptions are reviewed periodically.

Job descriptions will be coded and retained in a file entitled *Job Descriptions for the Intermountain ESD*. The descriptions will be available for inspection by any ESD employee or patron. Revision dates will be included as a part of the job description.

7. ESD staff shall:
  - a. Work within the established Board policies, administrative regulations, operating procedures and the supervisors directions;
  - b. Assist in providing a quality professional service environment;
  - c. Cooperate with the Board, administration and supervisor in achieving ESD goals and objectives.

END OF POLICY

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**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.

**Cross Reference(s):**

GCBDB/GDBDB - Early Return to Work