

Ione School District 2

Code: **GAB**
Adopted: 10/16/06
Readopted: 5/28/13
Orig. Code(s): GAB

Job Descriptions

Job descriptions serve:

1. To describe all essential functions¹ 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 standards²;
3. To help applicants determine the qualifications needed to fill a position;
4. To help the district administrator determine which candidates to recommend for appointment; and
5. To assist the administrator in the evaluation of the employee's performance of position responsibilities.

Job descriptions will be developed under the supervision of the superintendent/principal 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.

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. Revised job descriptions will be approved by the superintendent/principal and will be presented to the Board for a resolution rescinding those that have been replaced and accepting new ones.

END OF POLICY

¹"Essential functions" as used in this policy means the fundamental job duties of the employment position.

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 district.

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.

Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

ACA - Americans with Disabilities Act

GD - Classified Staff/Classified Staff Positions