

Lane Education Service District Policy

Code: **GAB**
Adopted: 1/25/94
Readopted: 1/22/02; 10/26/10
Orig. Code(s): GAB

Position Descriptions

Position descriptions serve:

1. To describe the primary duties and accountabilities that the individual who holds the position must be able to perform with or without reasonable accommodation;
2. To identify the knowledge, skill and training needed to fill a position;
3. To identify the authority, responsibilities, relationships, physical demands and working conditions associated with the position;
4. To help Lane ESD administrators determine which candidates to recommend for appointment; and
5. To assist administrators in the evaluation of the employee's performance responsibilities.

Position descriptions will be developed in accordance with ESD procedures. Each position description shall be dated and signed by the employee, supervisor and assistant superintendent. Position descriptions will be reviewed as part of the evaluation process.

Position descriptions will be retained in a file titled Position Descriptions for the Lane Education Service District. The file will be available for inspection as a public document. Each employee shall receive a copy of his/her position description.

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.

Cross Reference(s):

ACA - Americans with Disabilities Act