

**Lake Oswego
School District 7J**

Code: **GAB**
Adopted: 2/22/83
Readopted: 6/08/09
Orig. Code(s): 4120, 4130

Job Descriptions

Job descriptions serve to describe all 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 help applicants determine their potential to fill a position. They serve the district in the determination of which candidates to recommend for appointment and in the evaluation of employee's performance of job responsibilities.

“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.

All departures from the regular duties and responsibilities of personnel will be under the direction of the immediate supervisor and with the approval of the superintendent or designee.

Job descriptions shall be developed under the supervision of the director of human resources, in cooperation with appropriate employee groups, administrators, and supervisors. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed. All job descriptions shall be approved by the superintendent.

Job descriptions shall be retained in a document titled Job Descriptions for the Lake Oswego School District, which shall be available for inspection by any district employee or patron.

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).