

# Multnomah Education Service District

Code: **GAB**  
Adopted: 4/15/86  
Amended: 9/20/94; 11/15/05; 1/18/11  
Reviewed:

## Position Descriptions

Position descriptions shall be developed under the supervision of the superintendent for each position at MESD. Each position description shall be dated. As position descriptions are reviewed and/or revised, new dates shall be affixed.

Position descriptions shall be coded and retained in a document titled Position Descriptions for the Multnomah Education Service District. The document shall be available for inspection by any MESD employee or patron. Each employee shall receive a copy of his/her position description.

Position descriptions shall be reviewed at least biennially. The superintendent or designee is authorized to develop and/or modify job descriptions for all positions except that of superintendent. Initial or revised position descriptions shall be approved by the superintendent or designee.

Position descriptions serve:

1. 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;
2. To help applicants determine the qualifications needed to fill a position;
3. To help MESD administrators determine which candidates to recommend for employment; and
4. To assist administrators in the evaluation of the employee's performance of position responsibilities.

"Essential functions" as used in this policy means the fundamental job duties of the employment position. A job function is considered essential for any of several reasons, including but not limited to the following:

1. The function is essential because the reason the position exists is to perform the function;
2. The function is 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 is highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function;
4. The function is essential for continuity of service delivery, classroom or workplace stability, and general health and safety for students and staff members.

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.

**MESD Policy Cross Reference(s):**

AC - Non-Discrimination

ACA - Americans with Disabilities Act

CBA - Qualifications and Duties of the Superintendent

CC - Administrative Organization

GB - Personnel Policies

GBA - Equal Employment Opportunity

GCDA/GDDA - Recruitment, Selection, Hiring, Criminal History

GCEC - Job Sharing

GCN - Evaluation of Staff