

**Prairie City  
School District 4**

Code: **GAB-AR**  
Adopted: 11/9/92  
Readopted: 06/14/06  
Orig. Code(s): 2301, 2302

**Position Descriptions**

1. The position described will be those necessary to carry out the philosophy and to reach the goals of the district.
2. The description should provide for all employee positions.
3. The description should include as a minimum, the essential job functions, other duties, responsibilities, privileges, authority and lines of communication among staff members and sufficient detail to provide a basis for the annual evaluation of employees.
4. The superintendent will regularly examine the staff needs of the district and will correlate these needs with the staff position descriptions. When they are not in agreement, the superintendent will modify or develop new descriptions in keeping with current needs.
5. The superintendent will make the review of current position descriptions a part of the annual staff evaluation conferences.