

# Scio School District 95

Code: **GAB**  
Adopted: 5/23/01  
Readopted: 9/18/13  
Orig. Code(s): GAB

## Job Descriptions

Job 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 describe attendance standards; (3) to help applicants determine the qualifications needed to fill a position; (4) to help district administrators determine which candidates to recommend for appointment; and (5) 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 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.

"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.

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

Job descriptions will be coded and retained in a document titled *Position Descriptions for the Scio School District*. The document will be available for inspection by any district employee or patron. 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 and will be presented to the Board for a resolution rescinding job descriptions that have been replaced and accepting new ones.

## JOB DESCRIPTION ACKNOWLEDGMENT

### Employee Statements and Signatures

Employee Statement 1: “I understand and accept the fact that all employees will be held accountable for meeting the standards of performance detailed in this job description.”

Employee Statement 2: “I certify that I am aware of the district requirement to give at least a 14-day notice (classified) and 60-day notice (licensed) if I should choose to resign my position. I agree to give the required notification as a condition of my employment.”

Employee Statement 3: “I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, I will inform the district immediately, and in the case of new employees, notification must be made prior to employment.”

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisory Signature: \_\_\_\_\_ Date: \_\_\_\_\_

END OF POLICY

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#### **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  
GCBDB/GDBDB - Early Return to Work  
GD - Classified Staff/Classified Staff Positions