

PERSONNEL

4119.0

4219.0

DUTIES OF PERSONNEL/JOB DESCRIPTIONS

All employees of the school district are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

Job descriptions shall include the following:

1. Job title.
2. Duties to be performed.
3. Degree of responsibility assumed.
4. Other related factors.
5. Type and extent of training required.

The job descriptions shall determine the job classification of the employee on the salary schedule. In each instance the employee shall meet the requirements set forth in the job description. Job descriptions for all employees shall be provided by the Superintendent and maintained in a separate manual.

Litchfield Board of Education

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

Policy Revised: October 19, 2011