

JOB DESCRIPTIONS

The School Committee believes that carefully developed, current job descriptions are essential for effective hiring, evaluation, and coordination of district professional and support staff.

A complete file of job descriptions should be kept at the Superintendent's Office.

A file of job descriptions for each school shall be kept on file at the particular school.

It is the responsibility of each principal, supervisor, and director to keep job descriptions updated for the area over which the principal, supervisor, and director has administrative responsibility.

Adopted: PRIOR to 1984

Revised: 1988