

# POLICY

No. 4200

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## POSITION DESCRIPTIONS

The District Superintendent and his/her staff are responsible for the development of position descriptions. The position description will be used in determining the qualifications of candidates for appointment to the position and will be a component in the performance evaluation of the incumbent.

Position descriptions will be reviewed at least once every three years and modified as necessary.

Each position description shall contain the following elements:

- Basic Function
- Responsibilities
- Authority
- Reporting Requirements
- Qualifications

**Adopted:** December 15, 1985

**Ratified:** January 26, 1987

**Amended:**