

Administrative Procedure 460

POSITION DESCRIPTIONS

Background:

The Director, or designate, will make provision for position descriptions for employees in the Division.

Procedures:

1. The duties of employees other than the executive officers will be drafted in cooperation with the appropriate executive officers and will be incorporated in the Position Description Appendix.
2. The Director, or designate, will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Director.
4. Position descriptions for employees of the Division shall be kept in the Administrative Procedures Manual and distributed as approved by the Director, or designate.

Reference:

Section 85, 87, 108, 109 Education Act

Revised:

April 2017