

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.
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 distributed as approved by the Director, or designate.

Reference:

Section 85, 87, 108, 109 Education Act

Revised:

February 2019