

**STAFF AND PERSONNEL  
SERIES 400**

**409.7**

**Title: Job Descriptions**

There shall be written job descriptions for all positions and for all employees of the school district. The "job description" will describe the essential qualifications and performance responsibilities of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for the school district. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

At the beginning of each fiscal or contract year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under his or her supervision to review the individual's job description with the employee and supervisor signing and dating the document verifying its review and understanding. A copy of the signed job description will be maintained in the employee's personnel file. Such conference may occur in a group setting, such as a staff meeting or in-service activity or may occur on an one-to-one individual basis.

Legal Reference: I.C. § 33-517 Non-certificated Personnel

Adopted on: March 13, 1997

Revised on: December 12, 2005

Revised: 9/9/2013