

All staff positions are created only with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the district administrator will present, for the Board's approval, a job description for the position which specifies the job holder's qualifications, the job's performance responsibilities including the essential functions of the job, and the method by which the performance of these responsibilities will be evaluated.

**Adoption Date:** 8/26/2019

**Revised/Reviewed Date:** 11/28/2022