Oneida Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Job Descriptions**	**5.103**	
		Rescinds: **5.103**	Issued: **02/05/04**

The Board shall approve the broad purpose and function of each position in accordance with state law and the rules and regulations of the State Board of Education, approve a statement of duties as recommended by the Director of Schools, and require the Director of Schools/designee to draft a job description for each position.

A copy of each job description shall be provided to the employee and the immediate supervisor and included in the employee's personnel record. Copies of all job descriptions shall be maintained in the Director of Schools' office and shall be used as guides in annual employee evaluations.

Cross References

Supervision 5.108
Evaluation 5.109

Assignment/Transfer 5.115
Qualifications and Duties of the Director of Schools 5.802