

Administrative Procedure 470 - Position Descriptions

Background

The Superintendent will make provisions for position descriptions for employees in the Division.

Procedures

1. The duties of employees other than the senior administration will be drafted in cooperation with the appropriate members of the senior administration and will be incorporated in the [*470-1 Appendix A - Position Descriptions Handbook*](#).
2. The Assistant Superintendent of Human Services will review the duties of employees from time to time, to be approved by the Superintendent or Secretary Treasurer.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Superintendent.

Reference: Section 33, 52, 53, 68, 204, 222, 225 Education Act

Effective: 1997-09-11

Approved: 2017-03-15; 2022-01-01