

Administrative Procedure 470

POSITION DESCRIPTIONS

Background

The Associate Superintendent, Human Resources and Administration will make provision 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 Appendix A and B.
2. The Associate Superintendent, Human Resources and Administration will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions will be aligned with and find relevance in the Role of the Board and the Role of the Superintendent.

Reference: Section 60, 61, 96, 113, 116, 117 School Act