



POSITION DESCRIPTIONS

Background

The Superintendent or designate 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 Position Description Appendix to this Administrative Procedure.
2. The Superintendent or designate will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.

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