

Wilson County Board of Education

Policy Description:

Job Descriptions

Policy Number:

5.103

Amended Date:

06/04/07

Rescinds:

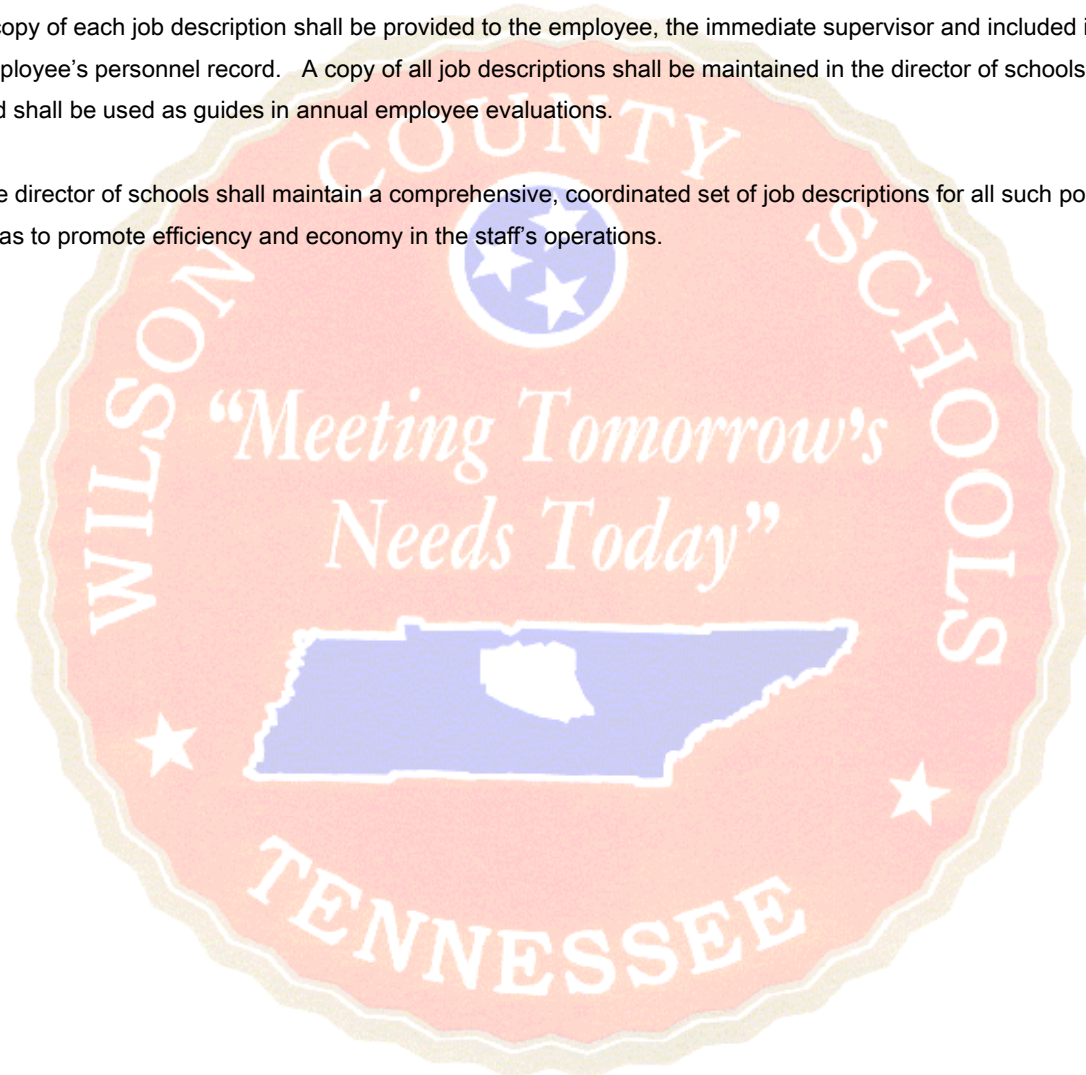
Issued:

06/03/04

1 The Board will approve the broad purpose and function of the position in accordance with state laws and state
2 regulations, approve a statement of duties as recommended by the director of schools, and delegate to the
3 director of schools the task of writing, or causing to be written, a job description for the position.
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5 A copy of each job description shall be provided to the employee, the immediate supervisor and included in the
6 employee's personnel record. A copy of all job descriptions shall be maintained in the director of schools' office
7 and shall be used as guides in annual employee evaluations.
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9 The director of schools shall maintain a comprehensive, coordinated set of job descriptions for all such positions
10 so as to promote efficiency and economy in the staff's operations.
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