

Personnel

SUBJECT: JOB DESCRIPTIONS**I. PURPOSE:** To describe the work that needs to be done.

- A. The Board of Education recognizes that the education of students is wholly dependent on the dedication and work provided by all District employees. Every employee's work must further the District's mission and goals. Job descriptions that are content specific help assure the effectiveness of the work to be performed. Emphasis is placed on the job results accomplished rather than solely on the job duties performed.
- B. The business of the School District is to make sure that needed work gets done according to the requirements and specifications of the District. Job descriptions help meet this need by being position and content specific as to the work that needs to be done. The District also needs to measure performance against expectations specified in the job descriptions

II. NECESSITY FOR JOB DESCRIPTIONS: To align work to meet District Mission and Goals.

- A. All job descriptions must be aligned with the mission of the District, with the District's goals, and must specify tasks to be performed in order for employees to support the mission and goals. This alignment facilitates effective and efficient management of all employees.
- B. Every employee is entitled to a job description that makes clear the work to be done, and why, and entitled to ongoing feedback in relation to performance as well as formal appraisal through the evaluation process.

III. REQUIREMENTS OF MANAGEMENT: Management Must:

- 1. Specify job performance roles and responsibilities;
- 2. Use objective standards in providing evaluations;
- 3. Provide effective training including establishing clear expectations for persons new to the position;
- 4. Be sensitive to morale issues; (fair, clear job descriptions help to prevent "surprises," or suspicions of bias or discrimination);

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5. Be uniform and consistent in developing job descriptions and evaluations.

IV. PROCESS:**A. Identify minimum critical elements, including:**

1. **WHY:** Describes why the work needs to be performed to achieve and accomplish the mission and goals of the organization as determined by the Board of Education, as the employer.
2. **WHAT or HOW:** Describes the work, or tasks, to be performed that help meet the need and goals of the District.
3. **RESULTS:** Describes the outcomes expected, such as time frames, milestones, dates, reports or recommendations.
4. **STANDARDS or CRITERIA:** Specifies the performance or accomplishments that can be objectively measured, to the extent possible.
5. **FLEXIBILITY:** Permits responses to changed circumstances, as approved by the Board.
6. **QUALIFICATIONS:** List the credentials, education and/or experience that are needed to permit the position to contribute to meeting District goals.

B. Start with results to be accomplished:

It is to be done by working from the specific results to be accomplished for each specific element of the job. Describe the outcome desired. This should be a short sentence ending with "by."

For example, "Improves decision making by: "

C. Then , outline tasks:

Next, outline the task or tasks that are needed to produce the outcome. There may be a number of tasks supporting a desired outcome. The tasks must be able to be

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- D. measured. Such measurements may take the form of reports by a certain date or
- E. frequency, for example or productivity.

For example “by providing data in a timely manner.”

V. IMPLEMENTATION RESPONSIBILITIES

- A. The Superintendent is responsible for implementing this policy and shall develop a corresponding Administrative Regulation.
- B. The Director of Personnel is responsible for keeping job descriptions up-to-date, and insuring that every job description is signed and dated by every employee and their supervisor(s).
- C. Periodically, as determined by the Board, reports will be made to the Board and to the public by the Board. This permits the public to measure the Board’s performance and to hold the Board accountable.
- D. Suggestions for improvement of the process shall be consistently sought from employees, primarily through supervisors, or as otherwise determined by the Board.

See also:

4260 & 6130

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Policies

8 NYCRR.2

Adopted: 6/20/07