

# DEER LAKES SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB DESCRIPTIONS

ADOPTED: March 15, 2016

REVISED:

<b>301.1 JOB DESCRIPTIONS</b>	
<p>1. Authority</p>	<p>It is the policy of the District to have Board approved written job descriptions for each position within the District. The job description includes the essential functions of the job, other job-related duties, direction received and given, working conditions, physical and mental requirements of the job and educational and other qualifications for the position.</p> <p>The District and its supervisors reserve the right to assign employees their work hours, job duties, including temporary relief or emergency work, and to assign employees to other work situations or positions.</p> <p>Employees must perform their work assignments according to the standards established by the District.</p>
<p>Pol. 301</p>	<p>Should the need arise to create a new position or modify an existing position within the District, a job analysis will be conducted, followed by a newly created or modified job description describing the new position. This will be completed prior to any posting or advertising for the newly created or modified position.</p>
<p>2. Guidelines</p>	<p>Job descriptions serve as a tool in the recruitment process. All candidates interviewed for a vacant position are compared to the job description to determine if they are capable of performing the essential duties of the job and understand the requirements set forth therein.</p> <p>Job descriptions serve as a tool in determining if the applicant possesses the requisite qualifications to fill any vacant position.</p>
<p>Pol. 312, 313</p>	<p>Job descriptions serve as a tool in developing performance objectives and goals and, ultimately, in setting standards for performance.</p>