

ADMIN PROCEDURES MANUAL

Administrative Procedure 400 – Appendix C

INSTRUCTIONAL AND SUPPORT STAFF POSITIONS OF SPECIAL RESPONSIBILITY

Background

From time-to-time, there is a need to create positions of special responsibility.

Procedures

- 1. It shall be the responsibility of the Superintendent, or designate, to develop job descriptions for the positions of special responsibility and to keep such job descriptions current.
- 2. It shall further be the responsibility of the Superintendent or designate, to ensure that performance evaluations are carried out in an appropriate and timely manner.

Reference: Sections 22, 65, 85 School Act

Collective Agreements

SD No. 40 (New Westminster)

Adopted: May 30, 2017