

POSITION DESCRIPTIONS

Background

The Director of Human Resources will make provision for position descriptions for all employees in the District who are not members of the Senior Management Team.

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 will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Superintendent.

Reference: Sections 22, 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)