

Administrative Procedure 470

POSITION DESCRIPTIONS

Background

The Assistant Superintendent (Human Resources) will make provision for position descriptions for employees in the Division.

Procedures

1. The duties of employees other than the senior administration will be drafted in cooperation with the appropriate members of the senior administration.
2. The Assistant Superintendent (Human Resources) 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: Section 33, 52, 53, 68, 204, 222, 225 Education Act