

REGULATION

Upper Freehold Regional School District

Section: Administration
1400. JOB DESCRIPTIONS
Date Created: February, 2004
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1400. JOB DESCRIPTIONS

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
1. The goals of the position as they relate to district goals;
 2. The qualifications of the position holder including the certificate and endorsement required for the position and such other prerequisites for employment as the possession of a license to operate a vehicle or machine;
 3. The functions, duties, and responsibilities of the position;
 4. The extent and limits of the position holder's authority; and
 5. The working relationships of the position within and outside the school district.
- C. Each job description will:
1. Be written in clear language that briefly describes the major functions of the position;
 2. Whenever possible, be generic in form, covering a number of specific positions;
 3. Be written in the same format, using the active and present tense, operational verbs, common terminology, and a direct, simple style; and
 4. Be gender neutral or employ both male and female pronouns.
- D. Maintenance of district job descriptions shall be the responsibility of the **Superintendent**.

Job descriptions shall be reviewed ~~annually~~ on the request of a single position holder.

- E. Each employee shall be sent a copy of his/her current job description by the **Superintendent**. Any revision of a job description shall be provided to each holder of a position covered by the job description ~~within ten working days of its approval~~ at the **time of a revision**.
- F. Suggested revisions to job descriptions by a job holder **or a new hire** shall be referred initially to the job holder's immediate supervisor.

Adopted: 18 February 2004

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