

**POSITION DESCRIPTIONS**

**I. PURPOSE**

The purpose of this policy is to ensure that Cambridge-Isanti Schools' positions are described through current job descriptions. The job descriptions will include all positions except substitute and part-time or seasonal personnel. The position description system is designed to help ensure that Cambridge-Isanti Schools is efficient and effective in meeting the needs of its students.

**II. GENERAL STATEMENT OF POLICY**

- A. The superintendent or their designee shall develop and implement a system of job descriptions for all regular employees of Cambridge-Isanti Schools.
- B. Job descriptions will include a consistent format. Major areas in job descriptions will include:
  - 1. Essential Duties and Responsibilities
  - 2. Work Requirements and Characteristics
  - 3. Authority/Decisions/Accountability
  - 4. Job outcomes
  - 5. Working conditions
  - 6. Qualifications
- C. Job descriptions will be developed for new job classifications, and updated on a regular basis.
- D. Job descriptions will be approved by the supervising administrator and the Director of Administrative Services and Human Resources.
- E. Job descriptions will be utilized for purposes such as job postings, hiring decisions, pay equity, and staff pattern analysis.
- F. Job descriptions will be retained on file by the Human Resources Department.

**Source:** Cambridge-Isanti Schools

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