

# Unity School District - Board of Education

## Board Policy 254

### Employee Job Descriptions

Last Revised 11/8/2022

~~The District Administrator or designee shall oversee the development, maintenance, and implementation of written job descriptions for all employee classifications in the District. Specific responsibilities for developing job descriptions may be assigned by the District Administrator to the administrator or director who serves as the supervisor of the specific position.~~

~~District Job descriptions shall include, but not be limited to, the following:~~

- ~~1. Position Title:~~
- ~~2. Reports To:~~
- ~~3. FLSA Status:~~
- ~~4. Summary of Duties:~~
- ~~5. Qualifications:~~
- ~~6. Essential Functions (primary tasks):~~

~~All administrative job descriptions shall be adopted by the Board of Education.~~

~~Job descriptions shall be reviewed on an ongoing basis to maintain their accuracy.~~

~~Job Descriptions shall be considered to be an extension of the policy manual and shall be binding.~~

~~Following the revision of a job description, staff members who hold the position for which the essential functions are described in the revised job description shall be provided access to the revised job description and an opportunity to discuss the revisions with their immediate supervisor.~~

~~LEGAL REF: Section 121.02(1)(a)~~

~~Wisconsin Statutes PI 8.01(2)(g)~~

~~Wisconsin Administrative Code PI 34~~

~~Americans with Disabilities Act of 1990~~

The District Administrator shall oversee the development, revision, and maintenance of written job descriptions for all employee classifications in the District. At a minimum, each job description shall list the required qualifications and the essential functions (primary duties) that have been identified for the staff position(s) covered within the relevant classification; Position Title, Reports to, FLSA Status, Summary of Duties, Qualifications, Essential functions.

Job descriptions for the Superintendent shall be adopted by the School Board. Job descriptions for other classifications may be approved and modified under the authority of the District Administrator.

Relevant administrative and supervisory personnel are responsible for reviewing the job descriptions applicable to their area(s) of responsibility on an ongoing basis to ensure that the descriptions remain reasonably current and accurate and to coordinate with the District Administrator or his/her designee regarding any concerns or potential changes.

The District's current job descriptions shall be maintained and compiled online for sharing with employees.

Postings for specific positions, individual employment contracts, specific District policies and handbooks, or other supplemental descriptions for specific positions, assignments, and roles within an employee classification may augment a general job description. Further, all employees are expected to perform such duties and attend to such responsibilities as may be reasonably assigned by a supervisor.