
JOB DESCRIPTIONS

Job descriptions serve:

1. To describe all essential functions the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. To describe attendance standards
3. To help applicants determine their potential to fill a position;
4. To help district administrators determine which candidates to recommend for appointment; and
5. To form the basis for evaluation of the employee's performance of job responsibilities.

"Essential functions" as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including, but not limited to, the following:

1. The function may be essential because the reason the position exists is to perform the function;
2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and/or
3. The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

"Attendance standards" as used in this policy means the regular work hours of the position, including leave and vacation provisions available through policy and/or collective bargaining agreements and any special attendance needs of the position as determined by the District.

Job descriptions will be developed under the supervision of the Superintendent or designee for each position in the District. Each job description shall be dated. As job descriptions are reviewed and/or revised, new dates will be affixed.

Job descriptions will be coded and retained in a document titled *Job Descriptions for Three Rivers School District*. The document will be available for inspection by any district applicant, employee or patron. Each employee shall receive a copy of his/her job description. Each employee shall affix his/her signature and date after having read the job description.

Job descriptions will be reviewed annually and updated as job responsibilities change. Initial or R revised job descriptions will be approved by the Superintendent or designee.

END OF POLICY

Legal Reference(s):

ORS 342.850 (2)(b)(A)

OAR 581-022-1720

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); (2006) 28 CFR Part 35 (2000). (2006)

The Vietnam Era Veteran's Readjustment Assistance Act of 1974; as amended, 38 USC 4212

Title II of the Genetic Information Nondiscrimination Act of 2008

Section 503 of the Rehabilitation Act of 1974