

Port Orford-Langlois School District 2CJ

Code: GAB
Adopted: 5/10/88
Revised/Readopted: 6/8/04
Orig. Code(s): GAB

Job Descriptions

Job descriptions serve to:

1. Describe ~~To describe~~ all essential functions that the individual who holds the position must be able to perform ~~unaided~~ ~~with~~ or ~~with the assistance of~~ ~~without~~ a reasonable accommodation;
2. Describe ~~To describe~~ attendance standards;
3. Help ~~To help~~ applicants determine ~~the qualifications needed~~ ~~their potential~~ to fill a position;
4. Help ~~To help~~ district administrators determine which candidates to recommend for appointment; and
5. Assist ~~To assist~~ administrators in the evaluation of the employee's performance of position 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 ~~their~~ ~~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 for each position in the district. Each job description shall be dated; ~~as~~ ~~As~~ job descriptions are reviewed and/or revised new dates will be affixed. ~~Revised job descriptions will be approved by the superintendent. 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 coded and retained in a document titled *Job Descriptions for the Port Orford-Langlois School District*. The document will be available for inspection by any district employee or patron. Each employee shall receive a copy of their job description. Each employee shall affix their signature and date after having read the job description.

Job descriptions will be reviewed as needed. Initial or revised job descriptions will be approved by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 342.850\(2\)\(b\)\(A\)](#)

[OAR 581-022-2405](#)

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.

Americans with Disabilities Act Amendments Act of 2008.