



**Policy 5205 - Job Descriptions**

There shall be written job descriptions for all positions and for all employees of the School District. The job description will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for the District. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

Once each year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under his or her supervision to review the individual's work.

The evaluation shall be documented by use of the District evaluation form for classified or certified personnel. ~~No~~ Evaluation should be ~~signed before it is~~ fully discussed by both the employee and the supervisor. ~~One signed~~ A final copy will be given to the employee and ~~one signed copy will be given~~ to the Superintendent/~~and or HR~~ to be maintained in the employee's personnel file.

Legal References:

<b>Legal References</b>	<b>Description</b>
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-515	Issuance of Renewable Contracts
IC § 33-517	Non-Certificated Personnel

<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

Cross References

<b>Code</b>	<b>Description</b>
5500	<u>Personnel Records</u>
5500-P(1)	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>
5820	<u>Evaluation of Non-Certificated Staff</u>



**Preston School District #201**  
**Section 5000 - Personnel**

<b>Code</b>	<b>Description</b>
5825	<u>Evaluation of School Bus Drivers</u>

Adopted:

Revised:

Reviewed: