



SECOND READING OF SCHOOL BOARD POLICY

POLICY ISSUE/SITUATION:

Attached is the second reading of a School Board policy:

- **GAB** – Position Descriptions

BACKGROUND INFORMATION:

In January, 2004 the Oregon School Board Association performed an audit of the Beaverton School District Board policies. As a result of this audit, departments continue to work to reach compliance of the policies pertinent to their areas. Throughout the school year new policies and/or policy changes will be presented for your review.

RECOMMENDATION:

(16-626) It is recommended that the School Board adopt this policy change.

District Goal: WE empower all students to achieve post-high school success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

Beaverton School District

Code: GAB

Adopted: 2/10/86

Revised/Readopted:

3/10/97, 11/15/04, 4/5/11

Orig. Code: 2350

POSITION DESCRIPTIONS

Position descriptions serve: (1) to describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation; ~~(2) to describe attendance standards;~~ ~~(3)~~ (2) to help applicants determine the qualifications needed to fill a position; ~~(4)~~ (3) to help District administrators determine which candidates to recommend for appointment; and ~~(5)~~ (4) 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 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, contracts, salary notices, and/or collective bargaining agreements and any special attendance needs of the position as determined by the District.~~

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

Position descriptions will be coded and retained in a document titled Position Descriptions for the Beaverton School District. The document will be available for inspection by any District employee or patron. Each employee shall receive a copy of his/her position description as a part of the hiring process.

Position descriptions will be reviewed periodically. Initial or revised position descriptions will be approved by the superintendent or designee.

END OF POLICY

Legal References:

ORS 342.850 (2)(b)(A)

OAR 581-022-1720

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

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

Title II of the Genetic Information Nondiscrimination Act of 2008.
Section 503 of the Rehabilitation Act of 1973.