

1400 JOB DESCRIPTIONS

The Board of Education shall adopt job descriptions for the positions of Superintendent, Business Administrator/Board Secretary, Assistant Superintendent, and each supervisory position. The Superintendent or designee shall prepare, approve, and disseminate to the Board job descriptions for all other employment positions created by the Board.

All job descriptions will be written and will specify:

1. The qualifications and specific certificate and endorsement required for the position;
2. The function, duties, and responsibilities of the position;
3. Background experiences, personal qualities, and individual achievements that the Board prefers in a person appointed to the position;
4. To whom the employee reports for the purpose of evaluation; and
5. Terms of employment.

Job descriptions will be reviewed periodically.

N.J.A.C. 6A:32-4.1; 6A:32-4.4;
6A:32-4.5; 6A:32-5.1

Approved: March 7, 2000
Citation Revision: October 1, 2007
Reviewed: March 13, 2014
Revised: February 4, 2020

R 1400 JOB DESCRIPTIONS

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
 - 1. The qualifications of the position holder including the certificate and endorsement required for the position and such other prerequisites for employment as the possession of a license to operate a vehicle or machine;
 - 2. The functions, duties, and responsibilities of the position;
 - 3. Any background experiences, personal qualifications and individual achievements that the Board prefers in a person appointed to the position;
 - 4. To whom the employee reports for the purpose of evaluation;
 - 5. Terms of employment.
- C. Each job description will:
 - 1. Be written in clear language that briefly describes the major functions of the position;
 - 2. Whenever possible, be generic in form, covering a number of specific positions;
 - 3. Be written in a direct, simple style using common terminology and a uniform format;
 - 4. Be gender neutral or employ both male and female pronouns.
- D. Maintenance of district job descriptions shall be the responsibility of the Superintendent or designee. Job descriptions shall be reviewed on request of the majority of persons in positions covered by the job description.
- E. Each employee shall be sent a copy of his or her current job description by the Superintendent or designee. Any revision of a job description shall be provided to each holder of a position covered by the job description.
- F. Suggested revisions to job descriptions by a job holder shall be referred initially to the job holder's immediate supervisor.