

All Personnel

Duties of Personnel

The Board of Education recognizes the importance of having adequate job descriptions for every District employee. Student safety, the District's fiscal stability, and the success of the educational program all depend on employees fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and periodically update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws. (cf. 4030 - Nondiscrimination in Employment) (cf. 4115/4215/4315 - Evaluation/Supervision) (cf. 4118/4218/4318 - Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

- 35020 Duties of employees fixed by governing board
- 35035 Further powers and duties of superintendent
- 44014 Report of assault
- 44662 Job responsibilities for certificated non-management personnel
- 44805 Enforcement of course of studies, use of textbooks, rules and regulations
- 44806 Duty concerning instruction in morals, manners, citizenship
- 44807 Duty concerning conduct of pupils
- 44809 School register
- 44816 Annual report of elementary teacher