

# Series 4000

4130

## Personnel Certified and NonCertified

### Duties of Personnel

All employees of the school district are subject to policies of the Board of Education, applicable laws, and current employee agreements.

Job descriptions setting forth personnel duties and responsibilities shall include at least the following:

1. Job title.
2. Duties to be performed.
3. Type and extent of training required.
4. Degree of responsibility assumed.
5. Other related factors.

Job descriptions shall determine the job classification of employees on salary schedules. In each instance employees shall meet the requirements set forth in the job description. Job descriptions for all employees shall be provided by the Superintendent and maintained in a separate manual.