

GAA

Job Descriptions

Requirements

A written job description shall be prepared for each position to ensure that every employee has a clear and concise explanation of the tasks that the employer is expecting him/her to perform.

Job descriptions will be developed by the supervisor with input from the employee. The format of all job descriptions will be determined by the Human Resources Coordinator and all job descriptions will be maintained by the Human Resources office. All job descriptions will be reviewed periodically in accordance with GAA-P, Job Description Procedures.

The goal of each job description is to provide clear and easily understood requirements of the position. If there is a duty or responsibility in the job description the employee does not understand, it is the employee's responsibility to seek clarification from the supervisor.

Every job description should include the essential duties and responsibilities that an employee is expected to perform, the skills, competencies and physical/cognitive abilities needed to do the work, and the conditions and term of employment.

Approvals

Final approval of all new and revised job descriptions resides with the Superintendent. Job description content will not be part of the negotiations for collective bargaining agreements.

Procedures

GAA-P, Job Description Procedures, as developed and maintained by the Superintendent, describes the creation, revision, approval and distribution of all job descriptions.

First Reading: October 13, 2016
Second Reading: December 15, 2016
Third Reading: Waived
Adopted: December 15, 2016

Job Description Procedures

These procedures were developed in accordance with Policy GAA.

New Job Description Creation and Approval Procedures

1. A new job description will be created by the position's supervisor with input from other employees as needed possibly including , but not limited to, employees in the position, the human resources coordinator, the building administrator, SAU administration and, for positions within a collective bargaining agreement, the union president.
2. The job description will conform to the format determined by the human resources coordinator.
3. Drafts will be distributed to the appropriate persons by the human resources coordinator for comments and suggested changes.
4. Once all applicable feedback has been captured and the appropriate changes have been made, the final draft will be submitted to the superintendent for his/her review.
5. Following any changes requested by the superintendent, the final, original job description will be signed and dated by the superintendent and filed in the business office with the other official current job descriptions.

Current Job Description Revision and Approval Procedures

1. All job descriptions will be reviewed by the appropriate supervisors 5 years after their latest approval or review dates. If it is determined that revisions are needed, the revisions will be documented and used to create a new draft of the job description.
2. Drafts will be distributed to the appropriate persons by the human resources coordinator for comments and suggested changes.
3. The final draft will be submitted to the superintendent and if approved, the superintendent will sign and date the final revision which will be filed in the human resources office along with the documentation supporting the revision. The revision shall capture all previous revision dates.
4. If no revisions are made based on the review process, the date of the review will be noted on the current official job description as maintained in the business office.
5. If the need for a revision arises outside the review process, a written request, in the form determined by the human resources coordinator, will be submitted to the human resources coordinator documenting the desired revisions.
6. If the human resource coordinator accepts the revision request, a new draft will be created and the process, as described in #2 and #3 above, will be followed to completion.

Job Description Distribution Procedures

1. All newly created or revised job descriptions shall be filed with the others in the human resources office and distributed to the affected employee(s) supervisor(s) and building administrator(s). A copy of each newly created or revised job description, signed by each employee to indicate receipt, shall be retained in each affected employee's personnel file.
2. The most current job description for each position under the SAU umbrella will be on the SAU website.
3. All individuals interviewing for a job under the SAU umbrella will receive the most current job description prior to their interview.