



3.08 Job Descriptions

3. Human Resources - Administrative Procedure Manual

It is the responsibility of the Board of Trustees to create and revise the job description of each Senior Administration position, as identified within Board Governance Policy #8.

Senior Administration of the school division will be responsible for providing detailed job descriptions for all other positions held by employees of the school division. Job descriptions will be provided to employees through internal systems including, but not limited to, a divisional procedures manual and the divisional SharePoint site.

Any newly created employment position and job description will be approved by Senior Administration before the position is posted for hiring of personnel. Newly created job descriptions will be reported to the Board of Trustees at its next regular meeting.

All job descriptions will be updated and revised on a regular basis including at the time of posting position openings.

Senior Administration will provide updates to the Board of Trustees at least once per year on all job descriptions.