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## **Job Descriptions**

The senior administration of the school division will be responsible for providing detailed job descriptions for all positions held by employees of the school division. The job descriptions will be updated and revised on a regular basis including at the time of posting position openings. The job descriptions will be provided to employees through internal systems including, but not limited to, a divisional procedures manual and the divisional SharePoint site. The Board of Trustees will have access to the internal systems and will, at least once per year, review the current job descriptions. Any newly created employment positions with a new title and job description proposed by Senior Administration will be approved by the Board before being added to the procedures manual or posted for hiring of personnel.

The job descriptions of Senior Administration positions (Superintendent and Secretary-Treasurer) shall be listed as exhibits to this policy. It will be the responsibility of the Board of Trustees, along with Senior Administration personnel, to review, update and revise the Senior Administration job description on a regular basis including when position opening are posted.

Should the Board of Trustees approve the creation, elimination or retitling of a Senior Administrative position, this policy and the related exhibits will be amended to reflect the changes.