

PERSONNEL

Job Descriptions

All employees are subject to the policies of the district, provisions of employment agreements in effect, state agency regulations and other applicable state and federal laws.

Employees shall be directly responsible to the principal, administrator or supervisor at their respective work site for implementing the policies, instructions, rules and regulations of the district. It shall be the duty of each employee to know the rules, policies and regulations of the school, department or work site and the school district.

The superintendent shall be responsible for developing administrative procedures to assure that staff know what is expected of them and how these expectations may be achieved. Each staff member shall receive a job description that identifies the essential functions of the job and which shall also serve as a basis for evaluation. Job descriptions shall be revised when appropriate.

Legal References:	RCW 28A.150.240	Basic Education Act of 1977
	28A.405	Teachers – General Provisions
	28A.405.100(1)	Minimum criteria for the evaluation of certificated employees, including administrators – Procedure – Scope – Penalty
	WAC 180-44	Teachers’ responsibilities
	42 U.S.C. Sec. 12101-12213	Americans with Disabilities Act (ADA)

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