

**Personnel - Certified/Non-Certified  
Duties of Personnel**

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

Job descriptions shall be established for each type of work to be performed by certificated employees. Job descriptions shall include 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.

The job descriptions shall determine the job classification of the employee on the salary schedule. In each instance, the employee 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.

Policy Adopted: October 20, 2025