

Roane County Schools

Bylaws & Policies

4115 - JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for Board and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for service personnel staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent shall maintain continuously a comprehensive, coordinated set of job descriptions for service personnel staff positions.

All job descriptions shall be defined as guidelines of the Superintendent and will be originated and maintained in accordance with the provisions specified in the bylaws of the Board (See Bylaw 0131).

The job descriptions for service personnel shall include the following responsibilities:

- A. maintaining positive work habits
- B. performing duties efficiently and productively
- C. maintaining and/or upgrading of skills

Performance standards shall be developed by the Board for each State and County adopted responsibility. Performance standards shall be clearly defined to enable all employees to understand their job expectations.

Indicators for each performance standards shall be developed.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

During the hiring process, the current job description for the position for which the individual(s) interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

From time-to-time, the Board further recognizes that the Superintendent may find it necessary to revise job descriptions.

During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

In addition, the Superintendent shall prepare administrative guidelines necessary for the proper implementation of this policy.

West Virginia State Board of Education Policy 5314