

POSITION DESCRIPTIONS

Background:

A director of Human Resources shall make provision for position descriptions for employees in the Division.

Procedures:

1. The duties of employees other than the senior administration shall be drafted in co-operation with the appropriate members of the senior administration and shall be stored in digital format in Human Resources.
2. A director of Human Resources shall review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions shall be aligned with and be relevant to [Board Policy 2: Role of the Board](#) and [Board Policy 12: Role of the Superintendent](#).

Reference:

Section 52, 53, 68, 204 222, 225 *Education Act*