

JOB DESCRIPTIONS

Background:

A Director of Human Resources shall make provision for job 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.

Reference:

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