

Weakley County Board of Education



Monitoring:

Descriptor Term:

Job Descriptions

Descriptor Code:

5.103

Issued Date:

12/9/2014

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2 The Board will approve the broad purpose and function of the position in accord with state laws
3 and state regulations, approve a statement of duties as recommended by the director of schools,
4 and delegate to the director of schools the task or writing, or causing to be written, a job
5 description for the position.

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7 A copy of each job description shall be provided to the employee, the immediate supervisor and
8 included in the employee's personnel record. A copy of all job descriptions shall be maintained
9 in the director of schools' office. Job descriptions shall be used as guides in annual employee
10 evaluations.

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12 The director of schools shall maintain a comprehensive, coordinated set of job descriptions for
13 all such positions so as to promote efficiency and economy in the staff's operations.

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Cross References:
5.109 Evaluation
5.802 Qualifications/Duties of the Director of Schools