

JOB DESCRIPTIONS

The District Administrator will oversee the development and maintenance of written job descriptions for all employee classifications in the District.

Each job description shall include the job title, qualifications, position requirements, position objective, position responsibilities, specific duties, qualifications requirements which include language skills, mathematical skills, reasoning abilities, and other skills, physical demands, and work environment. These job descriptions are developed with the input of appropriate staff members in each educational area.

Job descriptions will be housed on the District website under the District\Board of Education tab. The job description for the District Administrator shall be approved as a Board policy. All other job descriptions shall be reviewed and updated under the supervision of the District Administrator.

LEGAL REF: Wisconsin Statutes 121.02(1)(a)
 Wisconsin Statutes PI 8.01(2)(q)
 Wisconsin Administrative Code PI 34
 Americans with Disabilities Act of 1990

Adopted: March 12, 2018