

SUPPORT STAFF JOB DESCRIPTIONS

Background

The Superintendent will ensure descriptions for all Division staff positions are prepared.

Procedures

1. The Secretary Treasurer shall be responsible for:
 - 1.1 Preparing job descriptions.
 - 1.2 Revising job descriptions as required.
2. All job descriptions or revisions to job descriptions shall be approved by the Superintendent before filing.
3. All job descriptions shall be kept on file in Division Office and in each school.

Job descriptions

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 33, 52, 53, 68, 204, 222, 225 Education Act