

**POLICY TITLE: Job Description**

**POLICY NO: 401.5**  
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The Board of Trustees of Wendell School District #232 requests the Superintendent to establish a clear understanding of working relationships and job responsibilities in the school system. Such working relationships and job responsibilities should be clearly outlined in job descriptions for all persons within the District, clearly delineating the responsibilities of the individuals holding those respective positions.

Lines of direct authority or chain of command shall be those approved by the Board of Trustees as shown on the District Organizational Plan.

**Provisions**

In order to assure adequate job descriptions, it is the intent of the Trustees that:

1. Job descriptions are to be placed in each employee's personnel file.
2. Job descriptions will be reviewed periodically as determined by the Board of Trustees. Whenever a vacancy occurs, the Job Description for that position will be reviewed and updated as needed to keep it current with educational practices and programs.



**LEGAL REFERENCE:**

Idaho Code 33-517

**ADOPTED:** December 18, 2018