

## Administration

### Job Descriptions

The duties, responsibilities, and qualifications for all positions in the New Milford School System shall be clearly defined.

The New Milford Board of Education shall require that the Superintendent of Schools develop and maintain a comprehensive and coordinated set of job descriptions for all school district employees, certified and non-certified; in accordance with Board policy, applicable laws, and contractual agreements.

A job description shall be maintained for each position for which a person/persons receives payment from the school system; the exception being for those persons who provide service to the district employed through a contractor, or who provide temporary services to meet a specific need as approved by the Board.

A job description shall include at a minimum:

1. Job Title;
2. General description of the position
3. Qualifications Required, including, for example, education, degrees, certification, licensing, skills, knowledge, abilities, specialized training.
4. Duties and Responsibilities
  - a. Essential functions of the job. Functions that the employee must be able to perform. Physical requirements should be described and where applicable, quantified.
  - b. Additional responsibilities. Functions which are not essential but are nonetheless normally or occasionally performed as part of the job.
5. Working Conditions
6. To whom the employee reports and who the employee supervises
7. Work schedule

Job descriptions shall be provided to employees and a current manual of all job descriptions shall be maintained at the personnel office. Job descriptions shall serve as a basis for job performance evaluations of school personnel. The Board shall be notified whenever a change is made to a job description.

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 Policy revised: November 10, 2009

NEW MILFORD PUBLIC SCHOOLS  
 New Milford, Connecticut