

**School District #62 (Sooke)**

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| <b>JOB DESCRIPTIONS</b> | No.: E-110                                      |
|                         | Effective: June 22, 1981<br>Revised: Oct. 25/05 |

**SCHOOL BOARD POLICY**

In any organization, the work is carried out more effectively when duties are clearly identified. The Board requires that, under the direction of the Superintendent of Schools and Secretary-Treasurer, job descriptions be developed and reviewed as necessary.

Job descriptions should clarify for the employee or potential employee the title of the job, his/her reporting relationship, specific responsibilities and the qualifications required. Further, it is the responsibility of supervisory staff to keep employees advised of their performance on an ongoing basis and to do formal reports as required by the Superintendent and/or Secretary-Treasurer.

All job descriptions shall be approved by the Superintendent and/or the Secretary-Treasurer and shall be entered in the district's Job Description Handbook.