

POLICY

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1400 JOB DESCRIPTIONS

The Board of Education shall adopt job descriptions for the positions of Superintendent, School Business Administrator/Board Secretary, and each supervisory position. The Superintendent shall prepare, approve, and disseminate to the Board job descriptions for all other employment positions.

All job descriptions will be written and will be based on the outcome and process goals developed by the Board and the State District Superintendent and, as appropriate to the position, on program objectives. Each job description will specify:

1. The qualifications and specific certificate and endorsement required for the position;
2. The function, duties, and responsibilities of the position;
3. The extent and the limits of the position holder's authority;
4. The work relationships between the position holder and other employees of the district; and
5. Any background experiences, personal qualities, and individual achievements that the Board and the State District Superintendent prefers in a person appointed to the position.

Job descriptions shall be used during each employee's evaluation, providing a score for each area of responsibility listed on the job description. The evaluator shall determine during the evaluation process, if the job description requires any necessary changes to reflect any changes in the job responsibilities from that of the last evaluation review. All



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job descriptions that have modifications shall be presented to the superintendent for approval. All approved job description shall be provided to the employees affected within ten working days from the superintendent's approval.

N.J.A.C. 6A:32-4.1; 6A:32-4.4; 6A:32-4.5; 6A:32-5.1
Cross reference: Policy Guide Nos. 1230, 1330, 3111

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