

REGULATION

PATERSON SCHOOL DISTRICT

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R 1400 JOB DESCRIPTIONS

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
1. The goals of the position as they relate to district goals;
 2. The qualifications of the position holder including the certificate and endorsement required for the position and such other prerequisites for employment as the possession of a license to operate a vehicle or machine;
 3. The functions, duties, and responsibilities of the position including the position to whom the person holding the job description reports;
 4. The extent and limits of the position holder's authority including the position(s) who report to the person holding the job description, i.e., who does he/she supervise; and
 5. The working relationships of the position within and outside the school district.
- C. Each job description will:
1. Be written in clear language that briefly describes the major functions of the position;
 2. Whenever possible, be generic in form, covering a number of specific positions;
 3. Be written in the same format, using the active and present tense, operational verbs, common terminology, and a direct, simple style; and
 4. Be gender neutral or employ both male and female pronouns.
- D. Maintenance of district job descriptions shall be the responsibility of the Superintendent. Job descriptions shall be reviewed each five years.



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- E. Each employee shall be sent a copy of his/her current job description annually by the Superintendent or designee. Any revision of a job description shall be provided to each holder of a position covered by the job description within thirty working days of its approval.
- F. Suggested revisions to job descriptions by a jobholder shall be referred initially to the jobholder's immediate supervisor.

Adopted: 17 June 2009

