

### **JOB DESCRIPTIONS**

In order for the school unit to function most efficiently and effectively, the duties and responsibilities for each position, along with the criteria (skills, knowledge and abilities) required to perform those duties, shall be set forth in written job descriptions.

The superintendent's designee, Human Resources Director, is responsible for job description development, as well as review/revision as warranted, but not less often than every seven years. Development, reassessment and revision of job descriptions shall include input from people affected by the position along with the association to ensure that the information contained is relevant to the position.

Legal Reference: TITLE 20A MRSA, SEC. 1001.13

Adopted: September 13, 1994

Previously reviewed: January 22, 2002, May 4, 2009

Review: February 3, 2026