

JOB DESCRIPTIONS

The Rib Lake Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for all employee classifications in the District and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions in the District Office.

Each job description shall identify required qualifications and include the essential functions (performance responsibilities) of the job.

The job description of the District Administrator shall be defined as policies of the Board. All other job descriptions shall be approved by the District Administrator.

As long as the provisions of the job description(s) are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

The Board further recognizes that the District Administrator may find it necessary to revise job descriptions with input from related district employees and board members if needed. Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor. In addition, the District Administrator shall prepare administrative guidelines necessary for the proper implementation of this policy.

LEGAL REFERENCES:

Wisconsin Administrative Code

PI 8.01(2)(q) [certified staff evaluations based on board-adopted written job descriptions]

Federal Law

Americans with Disabilities Act of 1990 [disability discrimination in employment; reasonable accommodations]

CROSS REFERENCES:

511	Equal Employment Opportunities
511 Rule	Employment Discrimination Complaint Procedures
511 Exhibit	Discrimination Complaint Form
522 Staff	Conduct

ADOPTED: January 12, 2017