

Millington Board of Education

Monitoring: Review: Annually	Descriptor Term: Job Descriptions	Descriptor Code: 5.103	Issued Date: 05/05/14
		Rescinds: 5.103	Reviewed/Revised: 03/04/19 04/06/20

1 The Board shall approve the broad purpose and function of each position in accord with state laws and
2 ~~the rules and regulations, of the State Board of Education,~~ approve a statement of duties as recommended
3 by the ~~director~~ Director of ~~schools~~ Schools, and require the ~~director~~ Director of ~~schools~~ Schools/~~designee~~
4 ~~or his/her designee~~ to draft a job description for each position.

5 A copy of each job description shall be provided to the employee and the immediate supervisor and
6 included in the employee's personnel record. Copies of all job descriptions shall be maintained in the
7 ~~director~~ Director of ~~schools~~ Schools' office and shall be used as guides in annual employee evaluations.

Cross References

Supervision 5.108

Evaluation 5.109

Assignment/Transfer 5.115

Qualifications/Duties of the Director of Schools 5.802