

Management, Supervisory and Confidential Personnel

Duties of Personnel

Job Descriptions

The Governing Board shall establish and define job responsibilities for supervisory and administrative personnel. The Superintendent shall provide for the preparation and maintenance of job descriptions for all employees.

It is important for structured decision-making that the job description for each management position be descriptive of the actual functions of the position. The Board shall have final approval of job descriptions.

(cf. 4315 - Evaluation/Supervision)

(cf. 4300 - re senior management of the classified service)

Legal Reference: (See next page)

Duties of Personnel (continued)

Legal Reference:

EDUCATION CODE

- 35020 Duties of employees fixed by governing board
- 35027 Employment of deputy, associate and assistant district superintendents
- 35028 Qualifications of employment (superintendent, deputy, associate or assistant superintendent)
- 35030 Affixing of title of deputy, associate or assistant superintendent to certain positions
- 35031 Contract term, termination, renewal
- 35032 Salary increases
- 35035 Further powers and duties of superintendent
- 35042 Employment of principal
- 35043 Joint employment of supervisory principal or supervisor of instruction
- 44662c Job responsibilities for certificated nonmanagement personnel
- 45100.5 Designation of senior management of the classified service
- 45104.5 Abolishment of senior classified management positions
- 45108.5 Definitions of senior classified management employees
- 45108.7 Waiver of provisions of 45108.5
- 45256.5 Senior management of classified service

CODE OF REGULATIONS, TITLE 5

- 5550 et seq. Duties of principal
- 5800(b) Functions of deputy superintendent
- 5800(d) Associate or assistant superintendent
- 5802 (b) (1) Credential required for any position the title of which includes the word "superintendent"