

DUTIES OF PERSONNEL

The Governing Board recognizes the importance of having adequate job descriptions for every District employee. Student safety, the District's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4115 - Evaluation/Supervision)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4215 - Evaluation/Supervision)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4315 - Evaluation/Supervision)

Legal Reference: (see next page)

EDUCATION CODE

233.5 Duty concerning instruction in morals, manners, citizenship

35020 Duties of employees fixed by governing board

35035 Further powers and duties of superintendent

44014 Report of assault

44662 Job responsibilities for certificated nonmanagement personnel

44805 Enforcement of course of studies, use of textbooks, rules and regulations

44807 Duty concerning conduct of pupils

44809 School register

44816 Annual report of elementary teacher

45100.5-45108.7 Senior management of the classified service

45109 Fixing of duties

45110 Inconsistent duties, compensation

45256.5 Senior management of classified service

GOVERNMENT CODE

7293 Local public agencies; bilingual employees

All Personnel

BP 4119.3
4219.3
4319.3

DUTIES OF PERSONNEL

Legal Reference (continued):

CODE OF REGULATIONS, TITLE 5

5530-5531 *Duties of all certificated personnel*

5550-5552 *Duties of principals*

5570 *Duties of teachers*

5590 *Duties of temporary athletic team coaches*

11256 *Duties and responsibilities of mentor teachers*

12067 *Teacher aide duties under supervision of classroom teacher*

12068 *Teacher aide duties not under direct supervision of classroom teacher*

13003 *Duties of team leader*

16043 *Duties of library personnel*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans With Disabilities Act*

Policy
Adopted: September 11, 2000

BREA OLINDA UNIFIED SCHOOL DISTRICT
Brea, California