

# Personnel

## Certified Personnel

Duties of Personnel

**4118.3**

**4218.3**

Employees of the school district are subject to policies of the board of education, applicable laws, and current employee agreements.

Job descriptions and job postings setting forth personnel duties and responsibilities shall include at least the following:

1. Job title.
2. Duties to be performed.
3. Type and extent of training required.
4. Degree of responsibility assumed.
5. Other related factors.

Job descriptions for all employees shall be maintained in the school system's central administration office.