

Administrative Procedures Manual	Administrative Procedure 470
	Position Descriptions
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: August 2016, September 2019
LEGAL REFERENCE:	Section 52, 53, 68, 204, 222, 225 Education Act

Background

The Superintendent or designate will make provision for position descriptions for employees in the Division.

Procedures

1. The duties of employees other than the senior administrators, directors, managers and coordinators will be drafted in cooperation with the appropriate members of the senior administration and will be posted on the Portal under Human Resources.
2. The Superintendent or designate will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions shall be aligned with and find relevance in the [Board Policy 02 - Role of the Board](#) and [Board Policy 18 - Superintendent of Schools CEO Roles and Responsibilities](#)