

**STAFF POSITIONS (JOB DESCRIPTIONS)**

It is the policy of the School District of New London to establish job descriptions for all positions.

Job descriptions will detail job functions and will be contained in a separate booklet/binder or electronic format and be available for staff to access. The job description shall comply with the format established by the district.

Job descriptions may be reviewed periodically to update and clearly describe the expectations of each position. New job descriptions shall be presented to the Board of Education for positions that are supervisory (those who evaluate others) or administrative.

ADOPTION DATE: March 13, 2006

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: