

POLICY: CD  
Approved: August 25, 1975  
Reviewed: January 15, 1991  
Revised: October 1, 2001

## **PERSONNEL POSITIONS, QUALIFICATIONS AND DUTIES**

All administrative, supervisory, teaching and non-certified staff positions are established initially by the Board of Education or by state law, or both.

It is the intent of the Board that appropriate staffing levels be maintained to achieve the goals of the District. In each case, the Board will approve the broad purposes and functions of the positions, in keeping with state laws and regulations, and approve a statement of job requirements as recommended by the District Administrator.

The Board delegates to the District Administrator, or his designee, the task of writing and maintaining job descriptions describing the essential characteristics, requirements and general duties of the position.

The description shall not be interpreted as a complete or limiting definition of the job, and employees shall continue in the future, as in the past, to perform any duties assigned by department heads, supervisors or other administrative authority.

LEGAL REFERENCE: Wis. Statutes Chapter 121, Subchapter II  
Section 121.02 (1)(a)  
Americans with Disabilities Act of 1990