

**Policy: GAB**

**JOB DESCRIPTIONS**

In order for the District to function most efficiently and effectively, the duties and responsibilities for each position, along with the criteria (skills, knowledge and abilities) required to perform those duties, shall be set forth in written job descriptions.

The Superintendent or his or her designee is responsible for job description development, as well as review and revision as warranted, but not less often than every three years. Development, reassessment and revision of job descriptions shall include input from people affected by the position to ensure that the information contained is relevant to the position.

Legal Reference: 20-A MRSA 1001(13)

Adopted: August 20, 2004