

GENERAL ADMINISTRATION

ADMINISTRATIVE PERSONNEL – Staff Positions, Appointments, and Job Descriptions

The Regional Superintendent shall initially establish all administrative and supervisory positions in the Regional Office of Education. The Regional Superintendent shall approve the broad purpose and function of each position in accordance with State laws and regulations and shall approve a statement of job requirements.

The Regional Superintendent or his/her designee shall develop and continually maintain a comprehensive, coordinated set of job descriptions for all ROE staff positions so as to promote efficiency and economy in ROE operations. The Regional Superintendent and his / her designee(s) will review job descriptions as needed. The screening, interviewing, hiring and employment practices of the ROE will be reviewed and revised, if necessary, on a four-year cycle as determined by the Regional Superintendent.

Approved: 07/01/01
Revised: 07/01/17