

**ADMINISTRATION**

**LWCS BP# 2023-002**

**TITLE: JOB DESCRIPTIONS**

**POLICY:**

The School Board shall act upon written recommendations submitted by the Superintendent for positions to be filled and for the minimum qualifications for these positions. Once a position has been established it is essential for each administrative staff member employed in the position to be fully aware of the duties and responsibilities for that position. Job descriptions document and describe the prescribed qualifications for and essential functions of each administrative staff position and thereby promote organization effectiveness and efficiency. The Superintendent is authorized to establish and maintain job descriptions which shall include the prescribed qualifications, as well as skills, knowledge and abilities, essential functions, and physical requirements for each administrative position.

Job descriptions shall be defined as procedures of the Superintendent.

Job descriptions shall be brief, factual, and descriptive of the positions designated by the Board.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

ADOPTED: 7/18/2023

LEGAL:

F.S. 1012.23

F.S. 1012.27