

**All Personnel**

BP 4119.3

4219.3

**DUTIES OF PERSONNEL/JOB DESCRIPTIONS**

4319.3

The Governing Board delegates responsibility for development and revision of employee job descriptions to the Superintendent or designee. He/she shall consult with the employees in the preparation or revision of such descriptions. The Board shall approve all job descriptions developed by the Superintendent or designee.

Job descriptions shall include the following:

1. Job title.
2. Typical duties to be performed.
3. Type and extent of training required.
4. Degree of responsibility assumed.
5. Other related factors.

Job descriptions shall be maintained in the Human Resources Department.

*Legal Reference:*

EDUCATION CODE

*35020 Duties of employees fixed by governing board*

Policy  
adopted: August 1, 1974  
amended: December 16, 1980  
amended: March 18, 1986  
revised: May 5, 2009

**SANTEE SCHOOL DISTRICT**  
Santee, California