

541 NON-CERTIFICATED STAFF POSITIONS

A statement must be developed and maintained for each non-certificated job position which will reflect the purpose, duties, essential functions and minimum requirement for each position in order to:

1. provide the information necessary to evaluate the position in relation to other positions.
2. supply information for the selection, training and upgrading of employees, as well as for the surveying and establishment of wage rates.

The superintendent or his/her delegate is responsible for the implementation of this policy by establishing position descriptions in a separate manual.

CROSS REF.: 541-Rule, General Non-Certificated Staff Responsibilities
Position Description Handbook
AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)
AFL-CIO Local 95 Agreement (Office and Professional Employees)
American Disabilities Act

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