

Certified/Non-Certified

Job Descriptions

All certified/non-certified positions in the School District are established initially by the Board of Education, by state law, or both.

It is the intent of the Board of Education to maintain a sufficient number of positions to promote the School District's goals and objectives.

A job description for each School District position must be developed and written under the direction of the Superintendent of Schools for approval by the Board of Education.

Before any new position is established, the Superintendent will present for the Board's approval a job description for the position.

Job descriptions shall include the following:

- Job title
- Duties to be performed
- Method by which and by whom the performance will be evaluated
- Degree of responsibility assumed
- Type and extent of education and training required
- Certification or license required
- Previous experience required
- Attendance standards
- Physical requirements
- Other related factors including compliance with state and federal law

The Board of Education directs the Superintendent of Schools to maintain a comprehensive and coordinated journal of job descriptions.

Legal Reference: Connecticut General Statutes

Policy Approved November 20, 2013/Reviewed Summer 2016 Shelton Public Schools