

## Administrative Job Descriptions

Section 1. General. Job descriptions shall be developed and maintained for each East Allen County Schools' administrative position. Administrative job descriptions shall be brief, factual, and wherever possible, generically descriptive of similar jobs.

Section 2. Responsibility/Timeline for Developing and Updating Job Descriptions. The development and updating of job descriptions is the responsibility of the Director of Human Resources. Job descriptions shall be reviewed every three (3) years or when the major responsibilities of the position change.

Job descriptions shall be developed for any newly created administrative positions before the salary and salary range for the position is finalized. Proposed revisions to administrative job descriptions shall be reviewed with administrators affected prior to use of the revised job description.

Section 3. Final Approval of Job Descriptions. The Superintendent shall approve all new administrator job descriptions and all revisions to existing administrative job descriptions.

Section 4. Custodian of Approved Administrative Job Descriptions. The Director of Human Resources shall be the custodian of all approved administrative job descriptions and shall maintain approved administrative job descriptions in a manner that allows for easy access for public review, inspection and copying.

Section 5. Copies of Job Descriptions. Each administrator shall be provided a copy of the administrator's job description at the time of assignment or appointment to the administrative position described in the specific job description. Each administrator shall be provided a copy of any revised job description for the administrator's assigned position following final approval of any revisions by the Superintendent.

Section 6. Use of Job Description. Job descriptions shall be used to establish the salary range for any administrative position. Job descriptions shall also be used, at least in part, to evaluate administrators.