

**HADDON TOWNSHIP BOARD OF EDUCATION**  
Regulations for Policy #1400

**R 1400. JOB DESCRIPTIONS (M)**

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
  - 1. The goals of the position as they relate to district goals;
  - 2. The qualifications of the position holder including the certificate and endorsement required for the position and such other prerequisites for employment as the possession of a license to operate a vehicle or machine;
  - 3. The functions, duties, and responsibilities of the position;
  - 4. The extent and limits of the position holder's authority; and
  - 5. The working relationships of the position within and outside the school district.
- C. Each job description will:
  - 1. Be written in clear language that briefly describes the major functions of the position;
  - 2. Whenever possible, be generic in form, covering a number of specific positions;
  - 3. Be written in the same format, using the active and present tense, operational verbs, common terminology, and a direct, simple style; and
  - 4. Be gender neutral or employ both male and female pronouns.
- D. Suggested revisions to job descriptions by a job holder shall be referred initially to the job holder's immediate supervisor.
- E. Maintenance of district job descriptions shall be the responsibility of the Superintendent or designee. Job descriptions shall be reviewed periodically as necessary. Revised and new job descriptions shall be presented to the Board of Education at a regular meeting.
- F. Each employee shall be sent a copy of his/her current job description by the Superintendent or designee. Any revision of a job description shall be provided to each holder of a position covered by the job description within 10 working days of its approval by the Superintendent.

Adopted: February 21, 2013