

CODE: GCA
POLICY

PERSONNEL

PROFESSIONAL STAFF POSITIONS

All certified positions in the school district shall be established initially by the board. Certified personnel shall be those individuals certified and employed as teachers, administrators, supervisors and specialists by the Wyoming Department of Education. Certificate and permit holders with endorsement areas that do not include teaching will be considered as classified staff.

Job descriptions will be developed for each position established by the board. Job descriptions will be maintained through the central office.

In each case the board will approve the broad purpose and function of the position, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The board requires the superintendent to maintain a comprehensive coordinated set of job descriptions which set forth clear-cut responsibilities for all positions that will promote harmony and efficiency in school operations.

Since the board is responsible for establishing positions, only the board may abolish a position it has created.

REVISED POLICY

ADOPTION DATE: NOVEMBER 12, 1997

REVISION DATE: JANUARY 11, 2017