

## Administrative Procedure 470

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### JOB DESCRIPTIONS

#### Background

The Superintendent, Human Resource Services will make provision for job descriptions for classified employees in the Division.

#### Procedures

1. The duties of classified employees, other than the senior administration, will be drafted in cooperation with the appropriate members of the senior administration and will be posted in the Human Resource Services portal of the Division internal website.
2. The Superintendent, Human Resource Services will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Chief Superintendent.
4. Job descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Chief Superintendent.

Adopted: June 30, 2017  
Reviewed/Revised: February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 204, 222, 225