

NON-CERTIFIED STAFF POSITIONS

All District non-certified staff are subject to the policies of the Board of Education and applicable laws.

Position descriptions should be established for each type of work to be performed by non-certified staff and approved by the Board of Education. Position descriptions should include the following:

1. Job title
2. Essential functions to be performed
3. Type and extent of training required
4. Degree of responsibility assumed
5. Other related factors

In each instance, the employee shall perform the essential functions set forth in the position description.

Non-certified staff shall be responsible to the administrator to whom they are assigned and/or the department head. Specifically they shall:

1. Direct all requests to the administrator/department head.
2. Perform the essential functions and such duties and responsibilities the administrator/department head assigns to them.
3. Keep records and reports as required by the administrator/department head.

Non-certified staff shall also maintain such standards of service as required of them in their respective positions, and they shall be responsible for the care and use of equipment assigned to them.

Legal Ref: Americans With Disabilities Act of 1990
Cross Ref: District Position Description Manual
Adopted: 12/18/78
Revised: 04/08/96
11/12/07
01/08/24