



## **Board Policy 208 Job Descriptions**

The Board shall be responsible for the adoption of all job descriptions in the same manner as policies of the Board.

The administration shall be responsible for the preparation of all job descriptions except those reserved to the Board. The responsible administrator may consult with the affected employee in the preparation or alteration of each such job description. All job descriptions shall be made part of the certificate and classified staff handbooks as they are completed by the Chancellor and approved by the Board.

It is further intended that the preparation of job descriptions be a self-renewing process in which each employee working under a specific job title shall work cooperatively with the Chancellor and staff to keep their job descriptions correct.

Board approval date: \_\_\_\_\_