

POLICY

BOARD OF EDUCATION BAYONNE

ADMINISTRATION
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JOB DESCRIPTIONS

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1400 JOB DESCRIPTIONS

The Board of Education shall adopt job descriptions for the positions of Superintendent and Board Secretary. The Superintendent shall prepare, approve, and disseminate to the Board job descriptions for all other employment positions created by the Board.

All job descriptions will be written and will be based on the outcome and process goals developed by the Board and, as appropriate to the position, on program objectives. Each job description will specify the qualifications and specific certificate and endorsement required for the position; the function, duties, and responsibilities of the position; the extent and the limits of the position holder's authority; and the work relationships between the position holder and other employees of the district.

Job descriptions will be reviewed periodically.

N.J.A.C. 6A:32-4.1; 6A:32-4.4; 6A:32-4.5; 6A:32-5.1

Adopted: 28 July 1997

Revised: 6 September 2006

