JOB DESCRIPTION APPROVAL/CHANGE PROCESS

All job descriptions are approved by the Superintendent of Schools and maintained in the Personnel Office of the school district. Job descriptions are posted on the VISD web site, and CD-ROMs are provided to all supervisory personnel. If any question exists regarding the most current job description, the web site should be consulted. Only those most recently approved job descriptions will be posted. All other job descriptions are either obsolete or not yet approved using the appropriate channels of approval noted below.

To modify any job description, the person requesting the modification must submit the modifications requested along with the rationale to the Director of Personnel.

The Director of Personnel will take the job description, modifications suggested, and rationale for the change to the Superintendent’s Cabinet meeting for review.

Following modification of the job description, if any, the Personnel Office will ensure that the revised job description is dated and noted as revised, is posted on the VISD web site, is provided to appropriate personnel, and is provided to the person who performs that job.

The person requesting the change in the job description is responsible for determining if the changes in the job description require any changes in the appraisal evaluation instrument used for that position. If the current appraisal instrument is no longer appropriate, the supervisor will suggest changes to the appraisal instrument to the Director of Personnel. The Director of Personnel will take the requested changes and the rationale to the Superintendent’s Cabinet for review.

Prior to any new positions being posted as a result of reorganization or the availability of grant funds, job descriptions for new personnel positions must be generated, reviewed by the Superintendent’s Cabinet, and conditions of employment must be reviewed. Following approval of new positions, the Personnel Director will request the posting of the new job description to the VISD web site, provide updated CD-ROMs to all administrative personnel in the district, and ensure that the new personnel receive the new job description and the appraisal instrument by which they will be evaluated.

All job descriptions will be routinely reviewed at least every three years by the Superintendent’s Cabinet.

If a revised job description is determined to contain significant changes in either job responsibility or job complexity, the revised job description will be submitted by the Director of Personnel to the reclassification committee for evaluation within the salary system of the district.

Effective: July 2003.
Office Responsible: Personnel