

Milton Town School District

Policy

D3: STAFFING AND JOB DESCRIPTIONS

Policy

It is the policy of the Milton Town School District to provide the level of staffing needed to accomplish the school system's goals and objectives. All staff positions will be created by the School Trustees and only the Trustees may abolish a position. Positions may remain unfilled.

Implementation

Each time a new position is established by the Trustees, the Superintendent will present for approval a job description for the position that specifies the qualifications required for the position, performance responsibilities, evaluation criteria, terms of employment, and supervisor. Employee evaluation will be based substantially on criteria stated in approved job descriptions.

The job descriptions will be indexed and placed in the District Personnel Manual and dated as approved by the Trustees. Specific job duties, which may vary from year to year, shall be prepared by the immediate supervisor and approved by the Superintendent.

Date Warned: 10/26/2009
Date Adopted: 11/9/2009
Legal Reference(s): 16 V.S.A. §563(12) (*Powers of school boards*)
Cross Reference:
Replaces Policy: 201 *Job Descriptions*