

		Adopted: June 28, 2011
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 87, 174, 175	Amended: August 9, 2019
		Internal References: <ul style="list-style-type: none">• Job Descriptions• Handbooks• Appraisal Documents

Background

The Division recognizes the importance of providing job descriptions for current employees and those seeking employment with Sun West School Division.

Procedures

1. The Human Resources Manager shall be responsible for preparing job descriptions for the employees in the Division.
2. Job descriptions shall be reviewed regularly to ensure that they are current, accurate and complete.
3. Job descriptions for school-based employees of the Division, as approved by the Human Resources Manager, shall be available on the Division website.
4. Employee handbooks and appraisal documents will be updated as required and shall be available on the Division website.