



## **426.1 JOB DESCRIPTIONS**

### **I. PROCEDURES FOR ESTABLISHING NEW JOB POSITIONS**

New job positions in the School District may be established through the following procedures - the principal or department supervisor shall prepare and submit for Superintendent/designee consideration:

- A. A written job description of the proposed new position(s).
- B. The rationale for the establishment of the position(s).
- C. A description of the budget considerations, including the fund source for the position(s).

Upon approval by the Superintendent/designee, the Director of Human Resources shall establish the bargaining unit membership, if any, and the compensation level of the proposed new position in accordance with current district job evaluation system.

The Superintendent shall recommend the proposed new position(s) for School Board approval.

**PROCEDURE ADOPTED:** September 15, 2016

**PROCEDURE REVIEWED:**

**PROCEDURE REVISED:**