



POSITION DESCRIPTIONS

Background

Position descriptions shall be established for all new and existing positions.

Procedures

1. Position descriptions shall be prepared by the Superintendent of Human Resources for the approval of the Director.
2. Position descriptions shall include:
 - 2.1 Position title.
 - 2.2 Immediate supervisor.
 - 2.3 Position requirements (education, training, experience, qualifications and personal qualities).
 - 2.4 Duties and responsibilities.
3. Position descriptions shall be reviewed regularly to ensure that they are current, accurate and complete.
4. All position descriptions shall be posted on the Northwest School Division.

Reference: Sections 85, 87, 174, 175 Education Act

Approved: September 18, 2018