Policy Code: 7400 Job Descriptions

Job descriptions must be developed for all positions. A job description must identify the qualification, pay grade, and essential functions of the position, and should stress expected working relationships with other employees and whatever duties are directly or indirectly related to student performance.

Job descriptions will be used as a criterion in screening applicants and evaluating employees. Job descriptions also will be used in organizational planning, budgeting and personnel administration.

Development and maintenance of job descriptions are the responsibility of the director of human resources. Job descriptions will be on file in a separate notebook and available to employees, the public and applicants in the human resources office.

Legal References: G.S. 115C-47(18), -307

Cross References: Establishing Personnel Positions (policy 7010)

Adopted:

Revised: 12/1/09, 11/30/2023(m)

Chapel Hill-Carrboro Schools

7400