

MITCH CHARTER SCHOOL

Position Descriptions

Position descriptions serve: 1) to describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;

2) to describe attendance standards;

3) to help applicants determine the qualifications needed to fill a position;

4) to help school administrators determine which candidates to recommend for appointment;
and

5) to assist administrators in the evaluation of the employee's performance of position responsibilities.

Position descriptions will be developed under the supervision of the Executive Director for each position in the school. Each position description shall be dated. As position descriptions are reviewed and/or revised new dates will be affixed.

Position descriptions will be retained in an employee's personnel file. The document will be available for inspection by any school employee or patron. Each employee shall receive a copy of his/her position description. Each employee shall affix his/her signature and date after having read the position description.

Position descriptions will be reviewed annually by the Executive Director or designee. Initial or revised position descriptions will be approved by the Executive Director and will be reported to the Board

END OF POLICY

Legal Reference(s): ORS 342.850 (2)(b)(A) OAR 581-022-1720, Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35

Cross Reference(s): ACA - Americans with Disabilities Act