

ADOPTED JUNE 28, 2010

Descriptor Term:
JOB DESCRIPTIONS

Descriptor Code:
7.4000

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

Cross References:

Job descriptions shall be developed for all positions. A job description must identify the 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.

Job descriptions shall be on file and available to employees and applicants in the human resources department.