



## **STAFFING AND JOB DESCRIPTIONS**

Staffing and Job Descriptions Policy B30  
Date Last Updated: November 2018

### **Specific Procedures Outline:**

Each time a new position is established by the District School Board, the Superintendent will develop and distribute a job description for the position that specifies the qualifications required for the position, performance responsibilities, evaluation criteria, terms of employment, and supervisor. Employee evaluation will be based substantially on criteria stated in approved job descriptions.