

# Millington Board of Education

|  |   |                                  |  |
|--|---|----------------------------------|--|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Job Descriptions</b> | Descriptor Code:<br><b>5.103</b> | Issued Date:<br><b>05/05/14</b>              |
|  |   | Rescinds:<br><b>5.103</b>        | Reviewed/Revised:<br><b>03/04/1904/06/20</b> |

1 The Board shall approve the broad purpose and function of each position in accord with state law~~s~~ and  
2 ~~the rules and~~ regulations, of the State Board of Education, approve a statement of duties as recommended  
3 by the ~~director~~ Director of ~~schools~~ Schools, and require the ~~director~~ Director of ~~schools~~ Schools/designee  
4 ~~or his/her designee~~ to draft a job description for each position.

5 A copy of each job description shall be provided to the employee and the immediate supervisor and  
6 included in the employee's personnel record. Copies of all job descriptions shall be maintained in the  
7 ~~director~~ Director of ~~schools~~ Schools' office and shall be used as guides in annual employee evaluations.

---

## Cross References

Supervision 5.108

Evaluation 5.109

Assignment/Transfer 5.115

Qualifications/Duties of the Director of Schools 5.802