

Purpose/Background

Job descriptions in Rocky View Schools provide guidelines for roles and responsibilities, and performance expectations for employees of the division.

Procedures

1. The Associate Superintendent of Human Resources shall be responsible for:
 - 1.1 Preparing job descriptions.
 - 1.2 Revising job descriptions as required.
2. All job descriptions or revisions to job descriptions shall be approved by the Associate Superintendent of Human Resources or designate before filing.
3. All job descriptions shall be kept on file with Human Resources at the Education Centre.

Reference:

- Section 33,52,53,68,204,222,225 Education Act