

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480
SECTION:	RELATIONS		
PROCEDURE:	POSITION DESCRIPTIONS		

BACKGROUND

The Director will make provision for position descriptions for employees in the Division.

PROCEDURES

1. The duties of employees other than the Senior Leadership Team will be drafted in cooperation with the appropriate members of the Senior Leadership Team and will be incorporated in the Position Description Appendix.
2. The Director or designate will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Director.
4. Position descriptions for employees of the Division shall be kept in the Administration Procedures Manual and distributed as approved by the Director.
5. Position descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Director.

Reference: Sections 85, 87, 108, 109 Education Act

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