

- 1 Job descriptions must be developed for all positions. A job description must identify the
- 2 essential functions of the position and should stress expected working relationships with other
- 3 employees and whatever duties are directly or indirectly related to student performance.
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- 5 Job descriptions will be used as a criterion in screening applicants and evaluating employees.
- 6 Job descriptions also will be used in organizational planning, budgeting, and personnel
- 7 administration.
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- 9 Job descriptions will be on file and available to employees and applicants in the **human resources**
- 10 ~~personnel~~ office.
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- 12 Legal References: G.S. 115C-47(18), -307
- 13
- 14 Cross References:
- 15
- 16 Adopted: March 7, 2016
- 17
- 18 **Revised: [DATE]**

REVISED