



Administrative Procedure 470

POSITION DESCRIPTIONS

Background

The Superintendent will make provision for position descriptions for employees in the District.

Procedures

1. The duties of employees other than the senior management, will be drafted in cooperation with the appropriate members of the senior management.
 - 1.1 Copies of job descriptions shall be made available upon request to the Langley Teachers' Association, C.U.P.E. Locals 1260 or 1851.
 - 1.2 Job descriptions for excluded management staff are available upon request.
2. The Director of Human Resources will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Superintendent.

Reference: Sections 22, 65, 85 School Act

Adopted: December 3, 1973

Revised: February 1, 1983; December 15, 2020