

The Director of Finance and Operations shall oversee the development, revision, and maintenance of written job descriptions for all employee classifications in the District. At a minimum, each job description shall list the required qualifications and the essential functions (primary duties) that have been identified for the staff position(s) covered within the relevant classification.

Relevant administrative and supervisory personnel are responsible for reviewing the job descriptions applicable to their area(s) of responsibility on an ongoing basis to ensure that the descriptions remain reasonably current and accurate and to coordinate with the District Administrator or his/her designee regarding any concerns or potential changes. Job descriptions must be reviewed and updated a minimum of every five years.

Postings for specific positions, individual employment contracts, specific District policies and handbooks, or other supplemental descriptions for specific positions, assignments, and roles within an employee classification may augment a general job description. Further, all employees are expected to perform such duties and attend to such responsibilities as may be reasonably assigned by a supervisor.

Legal References:**Wisconsin Administrative Code**

[Pl 8.01\(2\)\(a\)](#) [evaluations of licensed personnel to be based, in part, on board-adopted written job descriptions]

Federal Laws

[Americans with Disabilities Act of 1990](#) [disability discrimination in employment; reasonable accommodations]

Adopted: 05/17/21