

<u>Section C:</u> General School Administration	Knox County Board of Education Policy			
	Administrative and Supervisory Positions and Qualifications	Descriptor Term:	Descriptor Code:	Issued:
			C-132	7/95
		Reviewed:	11/16	Revised:
		1/17		

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All new administrative and supervisory positions in the school system are established initially by the Board, as constrained by the Board approved budget, by state law, and/or by State Board Rules, Regulations, and Minimum Standards.

In each case, the Board will approve the broad purpose and function of each position, as recommended by the Director of Schools, and delegate to the Director of Schools the task of writing, or causing to be written, a job description for the position.

A copy of the applicable job description shall be provided to each employee and the immediate supervisor and maintained by the Human Resource Office. Job descriptions shall be used as guides in annual employee evaluations.

The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Approved as to Legal Form
By Knox County Law Director 12/7/2016
/Gary T. Dupler/Deputy Law Director