

<u>Section C:</u> General School Administration	Knox County Board of Education Policy		
	Descriptor Term: Job Descriptions	Descriptor Code:	Issued:
		G-181	7/95
		Reviewed:	Revised:
	5/23	7/23	

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2 The Board shall approve the broad purpose and function of each position, as recommended by the Director
3 of Schools, through the approval of the budget and in accordance with state law and State Board rules,
4 regulations, and minimum standards. Following the approval of the budget and in accordance with Policy
5 C-123, the Director of Schools may organize and reorganize Central Office to meet the needs of the
6 district.
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8 The Board will delegate to the Director of Schools the task of writing, or causing to be written, a job
9 description for each position.
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11 A copy of the applicable job description shall be provided to each employee and the immediate supervisor
12 and maintained by the Human Resource Office. Job descriptions shall be used as guides in annual
13 employee evaluations.
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15 The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such
16 positions so as to promote efficiency and economy in the staff's operations.
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37 Approved as to Legal Form
38 By Knox County Law Director 5/31/2023
39 /Gary T. Dupler/Deputy Law Director
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