

TITLE: Job Descriptions	SECTION: Human Resources
DATE: August 12, 2010	POLICY NO. KDSB-HR-IV-06
APPROVED BY: Resolution #2010-96	REVISED:

POLICY STATEMENT

The purpose of this policy is to ensure a standard job description format for documenting jobs and to provide the method for submitting updated and new descriptions for approval is established.

All jobs will be documented through a job description which accurately and clearly describes the essential functions and job-related qualifications, and mental and physical demands necessary to perform the job. Information from job descriptions will be utilized in job classification, recruitment and selection, wage and salary administration, training and development, and performance planning.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.