

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Job Descriptions

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The Superintendent, in conjunction with the Division of Human Resources, will develop and maintain job descriptions for each position or classification of positions within Kanawha County Schools. Each administrative and supervisory position shall have a specific role defined in a job description. Job descriptions for all positions shall be maintained on Kanawha County Schools website. The Superintendent or designee shall review the job descriptions from time to time in order to determine if such descriptions adequately describes the duties and responsibilities of such position. No changes in a job description shall be made in connection with a vacancy without the approval of the board of education.

The superintendent shall be responsible for developing, for each administrative and supervisory position, an effective job description that incorporates the objectives that are contemplated to be achieved by that position. The Superintendent will review the job description and the objectives for such position from time to time in order to determine if such position should be recommended for continuation or elimination.

The board of education, upon the recommendation of the superintendent, shall approve the creation of new administrative and supervisory positions and it shall establish the general broad responsibilities and objectives for the position. It shall be the superintendent's responsibility to assign the details of the position.