



BOARD POLICY

BP 4119.3/4219.3/4319.3

Adopted: 11/22/94

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All Personnel

Duties of Personnel

The governing board recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extends of training required and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with board policies, administrative regulations, applicable employee agreements and local, state and federal laws.

(cf.4030 – Nondiscrimination in Employment)

(cf.4115/4215/4315 – Evaluation/Supervision)

(cf.4118/4218/4318 – Suspension/Disciplinary Action)

Legal Reference on next page



All Personnel

Duties of Personnel

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35035 Further powers and duties of superintendent

44014 Report of assault

44662 Job responsibilities for certificated nonmanagement personal

44805 Enforcement of course of studies, use of textbooks, rules and regulations

44806 Duty concerning instruction in morals, manners, citizenship

44807 Duty concerning conduct of pupils

44809 School register

44816 Annual report of elementary teacher

45100.5-45108.7 Senior management of the classified service

45109 Fixing of duties

45110 Inconsistent duties, compensation

45256.5 Senior management of classified service

GOVERNMENT CODE

7293 Local public agencies; bilingual employees

CODE OF REGULATIONS, TITLE 5

5530-5531 Duties of all certificated personnel

5550-5552 Duties of principals

5570 Duties of teachers

5590 Duties of temporary athletic team coaches

11256 Duties and responsibilities of mentor teachers

12067 Teacher aide duties under supervision of classroom teacher

12068 Teacher aide duties not under direct supervision of classroom teacher

13003 Duties of teach leader

16043 Duties of library personnel

AMERICANS WITH DISABILITIES ACT P. L. 101-336

42 U. S. C. 12101 et seq.

Replaces BP4119.3 (10/90)