

Administrative Procedure 470

POSITION DESCRIPTIONS

Background

The Superintendent will make provision for position descriptions for employees in the Division.

Procedures

1. Position descriptions, other than senior administration, will be drafted in cooperation with the appropriate members of senior administration and will be located on the NGPS Google drive.
2. The Superintendent or designate will review the duties of employees from time to time.
3. Position descriptions for employees of the Division shall be located on the NGPS Google drive.
4. Position descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Superintendent.
5. All employees are ultimately responsible to the Superintendent.

Reference: Education Act 196, 197, 208, 222, 225	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.