

# Regulation

## — East Rutherford Board of Education

ADMINISTRATION  
1400 Page 1 of 2  
Job Descriptions  
M

### R1400 JOB DESCRIPTIONS

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
  - 1. The goals of the position as they relate to district goals;
  - 2. The qualifications of the position holder including the certificate and endorsement required for the position and such other prerequisites for employment as the possession of a license to operate a vehicle or machine;
  - 3. The functions, duties, and responsibilities of the position;
  - 4. The physical requirements needed to perform the essential functions of the position;
  - 5. The extent and limits of the position holder's authority; and
  - 6. The working relationships of the position within and outside the school district.
- C. Each job description will:
  - 1. Be written in clear language that briefly describes the major functions of the position;
  - 2. Whenever possible, be generic in form, covering a number of specific positions;
  - 3. Be written in the same format, using the active and present tense, operational verbs, common terminology, and a direct, simple style; and
  - 4. Be gender neutral or employ both male and female pronouns.
- D. Maintenance of district job descriptions shall be the responsibility of the Superintendent or designee. Job descriptions shall be reviewed annually or at any time at the discretion of the Superintendent.

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ADMINISTRATION  
1400 Page 2 of 2  
Job Descriptions  
**M**

- E. Each employee shall be given a copy of his/her current job description. Any revision of a job description shall be provided to each holder of a position covered by the job description within ten working days of its approval.
- F. Every employee shall be required to read and sign his/her current job description. The signed copy will become a part of the employee's personnel record.

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